



# APPLICATION FOR VOLUNTARY CERTIFICATE OF RECOGNITION

State Form 49443 (R2 / 7-07) / BCC 0034

Submit form to:

**BUREAU OF CHILD CARE - MS02**  
**DIVISION OF FAMILY RESOURCES**  
402 West Washington Street, Room W386  
Indianapolis, Indiana 46204-2739

- INSTRUCTIONS:**
1. The Child Care Ministry must be currently registered.
  2. Complete the application form.
  3. Send completed application to address in upper right corner of this form.

Name of Unlicensed Registered Ministry	Registration ID number
Address (number and street, city, state, and ZIP code)	
County	Telephone number (       )
Name of Director	
Check the area(s) in which you are requesting to receive recognition: <input type="checkbox"/> Health <input type="checkbox"/> Safety <input type="checkbox"/> Food / Nutrition <input type="checkbox"/> Infant / Toddler Care	
Date facility will be ready for inspection (month, day, year)	
Signature of applicant	Date (month, day, year)

## PROCEDURE FOR RECEIVING VOLUNTARY CERTIFICATION IN HEALTH, SAFETY, FOOD / NUTRITION, AND INFANT / TODDLER IN UNLICENSED REGISTERED CHILD CARE MINISTRIES

- Ministry must be registered and in compliance with both the Division of Family Resources and the Department of Homeland Security, Fire and Building Safety Division.

- (1) Fill out application and mail to:  
Bureau of Child Care - MS02  
Division of Family Resources  
402 West Washington Street, Room W386  
Indianapolis, IN 46204-2739
- (2) At the next semi-annual inspection, the ministry will be surveyed in the area(s) applied to see if all guidelines are being met.
- (3) A "Plan of Improvement" will be left at the ministry detailing what guidelines were not being met.
- (4) The ministry will correct the guidelines not being met and send the "Plan of Improvement" to the Bureau of Child Care.
- (5) At the next inspection, the ministry will be surveyed again; and if all guidelines are being met, a CERTIFICATE OF RECOGNITION for each area will be mailed to the ministry.
- (6) The CERTIFICATE(S) OF RECOGNITION will be in effect for one year from the date of issue and will be displayed with the ministry's CERTIFICATE OF REGISTRATION.

CHECKLIST FOR FOOD / NUTRITION CERTIFICATION (All cites begin with 470 IAC unless otherwise noted)				
#	YES	N/A	NO	GUIDELINES (In order for a Ministry to qualify for Food/Nutrition Certification the facility must cook or vend meals.)
1				A copy of ISDH 410 IAC 7-24 rule book is in the kitchen and is followed. [410 IAC 7-24-107(d)]
2				Meets 410 IAC 7-24 requirements and standards. (410 IAC 7-24)
3				Posted instructions for proper manual dishwashing in the kitchen if dishes are washed and sanitized manually. [3-4.7-117(d)]
4				A cleaning schedule is posted in the kitchen and used. [(3-4.7-116(r)]
5				Illumination of 70 foot-candles in kitchen and food prep areas. (410 IAC 7-24)
6				Acceptable written and posted weekly menus in kitchen. [(3-4.7-76a(2)]
7				Milk is offered at all meals. Whole milk provided to all children under the age of two unless a physician orders a specific substitution. [3-4.778(d)]
8				Liquid refreshments shall meet the following guidelines: 1. All fruit juice shall be one hundred percent pure fruit juice with no sugar added. 2. All non-citrus juice shall be fortified with vitamin C. 3. The facility shall not serve or have accessible to children ades, soft drinks or powders. 4. A competing beverage is not being served with milk at lunch or dinner. [3-4.7-78 (e) (1), (2), (3), (4)]
9				For children one year old or older, meals and snacks are served every 2-3 hours. [3-4.7- 77(a)]
10				At least 1½ ounces of high protein food (such as meat, poultry, cheese, eggs or dried beans) are served at lunch and dinner. [3-4.7-78(f)(1)]
11				A good source of Vitamin A is served at least two (2) times a week. [3-4.7-78(a)]
12				Nutritious snacks (such as whole grain breads, muffins, cheese or peanut butter crackers or banana bread) are served daily. Include two (2) different food groups (i.e. fruit and dairy, bread and protein, etc). [3-4.7-77(a)]
13				Two (2) vegetables/salads, fruits are served with lunch/dinner meals. [3-4.7-77(a)]
14				Food is not used as a reward or punishment. [3-4.7-78(a)]
15				Seconds of at least two (2) items at each meal are provided and available. [3-4.7-79(b)]
16				If casseroles are served as the protein component, standardized recipes (including the pounds and ounces of protein, the number of servings, and the portion size) must be available and utilized. [(3-4.7-78(a)]
17				Staff assists, supervise, converse and sit with the children during all meals and snacks in age relative groups, small enough in number to assure assistance and safety. [3-4.7-79(i)]
18				Children are allowed to converse freely during meal times and snacks. [3-4.7-79(j)]
19				Food allergies and special diets are posted in the kitchen and/or in the area where the child's food is prepared. [3-4.7-82(a)]
20				BCC approved food service training for person responsible for food service operation. (410 IAC 7-24)
		Total <u>YES</u>		Certificate earned? <input type="checkbox"/> YES <input type="checkbox"/> NO
		Total <u>NO</u>		

Date of survey (month, day, year)	Signature of Surveyor
Name of ministry	Acknowledged by (signature and title)
Identification number	County

CHECKLIST FOR INFANT / TODDLER CERTIFICATION (All cites begin with 470 IAC unless otherwise noted)				
#	YES	N/A	NO	GUIDELINES
1				Infants and toddlers are kept under direct supervision at all times including while napping. [3-4.7-48(e)]
2				Infants and toddlers are kept in separate rooms unless room is approved for alternative mixed age groups, with age appropriate equipment, limited to infant-36 months (no throughways). [3-4.7-143(c) and 3-4.7-52]
3				Infants have at least one sink for hand-washing in the room. [3-4.7-143(e)]
4				Toddler rooms have toilet rooms opening directly in/attached to each room and include a lavatory in the room. [3-4.7-113(g)]
5				Each room has changing table or changed in own crib. [3-4.7-94(e1) and (e2)]
6				All surfaces except carpet in Infant / Toddler rooms are sanitizable. [3-4.7-131(d)]
7				Infants are out of cribs while awake. [3-4.7-126(4)]
8				Diaper bags are inaccessible to children. [3-4.7-94(a)]
9				Diapering and food area separate in each room. [3-4.7-94(k)]
10				At least one (1) rocking chair is available to each caregiver in infant rooms and at least one (1) rocking chair is available in toddler rooms. [3-4.7-129(22)]
11				Sheets changed daily / extra supply of bedding available. [3-4.7-129(o) and (r)]
12				Cribs / cots are spaced three (3) feet apart. [3-4.7-141(l) and (t)]
13				Cribs / mattress sizes correct / good shape of repair. [3-4.7-141(f)(g)(h)]
14				Daily needs records are kept and posted. [3-4.7-122(a)]
15				Parents provide a feeding plan for Infants and kept current. [3-4.7-134(b)]
16				Staff practices safe sleep procedures as approved by Bureau of Child Care.
17				A written safe sleep policy is signed by parents.
18				Infants' bottles are not "propped". [3-4.7-134(j)]
19				Infants are held when fed. [3-4.7-134(j)]
20				Toddler sized chairs and tables are used for eating. [3-4.7-140(e)]
21				Harnesses are used on highchairs. [3-4.7-140(f)]
22				Toddler foods are appropriate for age. (No choking hazards.) [3-4.7-139(e)]
23				Age appropriate dishes and utensils for infants and toddlers are used. [3-4.7-140(k)]
24				Infants and toddlers are fed in their own rooms. [3-4.7-132(h) and 140d]
25				Child staff ratios are 4:1 for infants and 5:1 for toddlers. [3-4.7-47]
26				No person under the age 21 shall at any time be alone with children under two years of age. [3-4.7-121(e)]
27				All infant/toddler staff have approved age appropriate first aid and CPR. [3-4.7-34(2) and 33(1)]
28				Use of a television is prohibited. [3-4.7-132d and 133c]
29				No microwaves are used to heat infant bottles. [3-4.7-134(h)]
<div> <div>Total <u>YES</u></div> <div>Total <u>NO</u></div> </div>				Certificate earned? <input type="checkbox"/> YES <input type="checkbox"/> NO

Date of survey (month, day, year)	Signature of Surveyor
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CHECKLIST FOR SAFETY CERTIFICATION (All cites begin with 470 IAC unless otherwise noted)				
#	YES	N/A	NO	GUIDELINES
1				Child / staff ratios are maintained at all times as follows: [3-4.7-47] (a) 4:1 infants (e) 10:1 three years old (b) 5:1 toddlers (f) 12:1 four years old (c) 5:1 two-year-olds in diapers (g) 15:1 five years old and older (d) 7:1 toilet trained two's with three-year-olds
2				Children are under direct supervision at all times; during nap time child/staff ratios may be reduced to 50% of staff as long as child/staff ratio is maintained on the premises (does not apply to infants). [3-4.7-1(24)]
3				All child care providers are at least 18 years old and have a high school diploma or equivalent. [3-4.7-1(24)-(1)]
4				At least one staff member is trained in age appropriate CPR and is on the premises and available at all times. (IC 12-17.2-4-2)
5				All staff are currently trained in First Aid within six (6) months of employment. [3-4.7-33(2)]
6				The director and all staff annually receive at least twelve (12) clock hours of educational or in-service training in topics relevant to early childhood. [3-4.7-35]
7				At least 35 square feet of usable indoor space is provided for each child. [3-4.7-110(a)]
8				Land-line telephone is available and working. [3-4.7-119(c)]
9				A written emergency plan is established and implemented. The plan is shared with parents at the time of enrollment and/or any time the provider initiates a change in any aspect of the plan. The purpose of the written emergency plan is to make all emergency policies and procedures clear to parents. The plan is to be signed by the parent(s) to indicate their understanding and acceptance of the policies and procedures. The written plan will include: (a) The procedure for notifying parents in the event of the illness of a staff member(s) that may be contagious to others, or any emergency that prevents children from being cared for in the facility; (b) Any back-up plan for care that the facility will arrange in the event of an emergency; (c) The need for the parent to have a back-up plan for care in place in the event of their child's illness or the facility's inability to care for children; (d) Exclusion policies pertaining to a child's health; (e) Alternative contacts and medical care authorization available in case parents cannot be reached in the event of an emergency; (f) A list, provided by the parent(s), of people authorized to pick up a child; (g) A plan for fire evacuation or any other type of evacuation; (h) A plan for safe shelter during a tornado warning or any other threatening weather emergency
10				Telephone numbers for fire, ambulance, hospital and poison control are available at each telephone. [3-4.7-119(c)(1-8)]
11				Emergency first aid procedures and disaster procedures are readily available and visible to all child care staff. [3-4.7-119(b)(9)]
12				Emergency phone numbers for all children are available. [3-4.7-42]
13				First aid supplies and manual are available. [3-4.7-91(c)(d)]
14				Medication not requiring refrigeration is stored in a locked cabinet or drawer outside of the kitchen. [3-4.7-88(i)]
15				Unused and / or outdated medications are discarded. [3-4.7-88(h)(k)(1)]
16				The janitor's closet containing chemicals, poisons, and items which state "HARMFUL" or "FATAL IF SWALLOWED" is kept LOCKED. [3-4.7-100(a)]
17				Hazardous items (such as bleach solution, other cleaning supplies, and teachers' purses) are inaccessible to children. [3-4.7-100(e)]
18				Floors are smooth, carpet firmly secured. [3-4.7-99]
19				Protective plugs are provided on all electrical outlets. Extension cords are not used. [3-4.7-101(a)(b)]
20				An approved hot water control valve is provided for all hand-washing lavatories. [3-4.7-114(d)]
21				A hand-washing lavatory is located within the same room or area as is the changing table or at least a minimum of 10 feet from the diapering table. [3-4.7-94(h)]
22				Hallways and corridors have 20 foot-candles of lights. [3-4.7-106(b)(5)]
23				Playground(s) is safely enclosed or protected. [3-4.7-68(b)]
24				Indiana state wide criminal history checks on all child care providers, with no felony convictions and/or misdemeanor convictions related to the health and safety of a child. [3-4.7-8(c)]
25				Drug screen (5 or 8 panel) on all child care providers with negative results; reviewed by a Medical Review Officer. [3-18-15]
26				Indiana state sex/violent offender central registry check on all child care providers, with negative result. [3-4.7-8(a)]
27				Meets the requirements of FPBSC. ("Opt-out" letters not used.) [3-4.7-2(b)]
28				Occupancy capacities, as recommended by the Division are not exceeded. [3-4.7-2(h)]
<div> <div>Total YES</div> <div>Total NO</div> </div>				Certificate earned? <input type="checkbox"/> YES <input type="checkbox"/> NO

  

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CHECKLIST FOR HEALTH CERTIFICATION (All cites begin with 470 IAC unless otherwise noted)				
#	YES	N/A	NO	GUIDELINES
1				All staff members have physical examination within one (1) month of employment or six (6) months prior to employment. [3-4.7-85(1)]
2				All staff are verified to be free of tuberculosis and other communicable disease within 30 days of employment and have biennial testing for tuberculosis. [3-4.7-85(1),(2),(3),(4)]
3				Each child has physical exam within 30 days of admission or six months prior to admission. [3-4.7-86(a)]
4				Cots are spaced two (2) feet or more apart. (3-4.7-53)
5				Hot water (100-120 degrees F) is provided to all hand washing sinks. (3-4.7-53)
6				Records are maintained on all children's injuries. [(3-4.7-114(c),(d)]
7				Written policy to notify parents in the event of a child's illness or an emergency [3-4.7-39(c)]
8				Emergency medical authorization in event parent can not be reached. [3-4.7-37(1)]
9				Medicine not requiring refrigeration is stored in a locked cabinet or locked drawer outside of the kitchen. [3-4.7-88(i)]
10				All medications have a physician's written order. [3-4.7-86(c)]
11				All medications are appropriately recorded immediately after being administered to child(ren). [3-4.7-40(a)]
12				One toilet and one lavatory is provided and maintained for each 15 children age 2-12 years old. [3-4.7-113(a)]
13				Diapering table is inaccessible to children and not used for any purpose except diapering. [3-4.7-94(f),(j)]
14				Diaper changing procedures posted by each diapering area. [3-4.7-94(r) and 3-4.7-19(b)(2)]
15				Cloth diapers and bedding used by facility is laundered in 160 degrees F or approved sanitizing solution. [3-4.7-141(p)]
16				A fresh, clean, waterproof paper is used on top of the diaper changing pad for each diaper changed. [3-4.7-94(n)]
17				Fifty (50) foot-candles of illumination are provided above classroom tables. [3-4.7-106(b)(3)]
18				Thirty (30) foot-candles of illumination are provided in bathrooms. [3-4.7-106(b)(4)]
19				Five (5) foot-candles in children rest and nap areas. [3-4.7-106(b)(6)]
20				Classroom temperature is maintained at sixty-eight (68) degrees F or more within two (2) feet of floor/ventilation adequate. [3-4.7-106(e)]
21				Swimming/wading pool meets and is maintained in accordance with ISDH rule under 410 IAC 6-2, and has current state/local health department permits. [3-4.7-70(d)(i)]
22				Children have age appropriate immunizations as recommended by ISDH immunization schedule. [3-4.7-38(2), 3-4.7-86(d)]
		<b>Total <u>YES</u></b>		Certificate earned? <input type="checkbox"/> YES <input type="checkbox"/> NO
		<b>Total <u>NO</u></b>		

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